**UNIVERSITY POLICY TEMPLATE**

(1" margins; Times New Roman 12 point font; new language indicated by green underlined text**;** language marked for deletion by ~~strikethrough text.~~)

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| --- | --- | --- |
| **Administrative Division**  UNIV University Administration | | **Policy Number**  UNIV 1.00 |
| **Policy Title**  Policy on Policies: Development and Oversight of University Policies | | |
| **Scope of Policy**  USC System | **Date of Revision**  XXX | |
| **Responsible Officer**  President | **Adminis**trative Office  Office of the President | |

**Purpose**

Brief description of what policy is intended to accomplish.

**Definitions**

Definition of keywords and acronyms used in the policy. Note that these keywords may also be searchable. Additional searchable key words can also be identified.

**Policy Statement**

The policy statement should be a concise statement of the university’s intent regarding the topic of the policy and expectations regarding compliance with it.

**Procedures**

Description of procedures directly related to compliance with this policy. The official policy document should describe higher-level aspects of procedures, e.g., approval chain and responsibilities, with detail regarding implementation linked to website or similar resource. The procedures section should clearly indicate mandatory or voluntary compliance. The procedure detailed in the policy document should not be dependent on a particular technology.

**Related University, State and Federal Policies**

As applicable

**History of Revisions**

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| --- | --- |
| **Date of Revision** | **Reason for Revision** |
| Date 1 | New policy approval |
| Date 2 | Justification |
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**Appendices**

(If applicable)